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ABSTRACT

This publication contains information from 20 state depository library programs. Reports from the Center for Research Libraries (Chicago) and the Library of Congress, which are officially designated as depositories by some states, are included for the first time. Reports provide information about: (1) name and address of reporting agency; (2) legal authority; (3) place in parent agency; (4) staff; (5) powers and duties; (6) depository libraries; (7) documents distributed; (8) exchanges and out-of-state distribution; (9) dissemination of cataloging data; (10) microforms; (11) state agencies and their duties under depository laws; (12) current checklist; (13) publications other than the checklist; (14) budget; (15) outstanding features of the program; (16) major problems of the program; (17) current projects being emphasized; (18) workshops and special programs; (19) councils or advisory boards; (20) hopes for the future; and (21) name of person completing survey. Ten of the state reports are updates to the 1980 publication that this work supplements; 10 of the reports are from states which have not previously reported. States reporting are Arizona; Arkansas; Colorado (update); Idaho (update); Illinois; Kansas (update); Kentucky; Massachusetts (update); Michigan; Minnesota; Nebraska (update); New Mexico (update); North Dakota; Oregon; Rhode Island (update); South Dakota; Tennessee (update); Texas (update); Virginia (update); and Wyoming. (KRN)

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STATE PUBLICATIONS

Depository Distribution and Bibliographical Programs

SUPPLEMENT— 1981

Compiled by
MARGARET T. LANE

for the

STATE AND LOCAL DOCUMENTS TASK FORCE
Government Documents Round Table
American Library Association

Issued by the
Texas State Publications Clearinghouse
Texas State Library

DOCUMENTS MONOGRAPH SERIES NO. 2A

August 1981

TEXAS STATE LIBRARY CATALOGING IN PUBLICATION DATA

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"August 1981."

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INTRODUCTION

The Committee to Contact the States, known as the Committee of Eight, of the State and Local Documents Task Force, Government Documents Round Table, American Library Association, has collected reports from the states not included in its 1980 publication, State Publications: Depository Distribution and Bibliographical Programs. Yuri Nakata, formerly Documents Librarian at the University of Chicago Circle, assisted the Committee in securing some of the outstanding reports and the Committee thanks her for her interest in its publication. These reports, together with currrent reports from those states that had recent data to share, are presented here as a supplement to the 1980 publication.

This supplement also includes, for the first time, reports from the Center for Research Libraries in Chicago and from the Library of Congress. These libraries have extensive collections of state documents encompassing all the states and are officially named as depository libraries in the legislation of some states.

The instructions and survey format are the same as those in the 1980 book and are reproduced there in the appendix. As before, the Committee is using camera-ready copy supplied by the states. The extra effort on the part of the state document librarians that this entails is appreciated.

The Committee and the Task Force extend their thanks to the Texas State Library, and its documents-minded staff members, Dale Propp, Kate Adams and Lisa Garner, for handling the reproduction and distribution of this supplement.

Margaret T. Lane, Coordinator
State and Local Documents Task Force
Covernment Documents Round Table
American Library Association

Baton Rouge, Louisiana
August 28, 1981

ALA GODORT STATE AND LOCAL DOCUMENTS TASK FORCE
COMMITTEE TO CONTACT THE STATES

This "Committee of Eight" makes contact with the individual states from time to time on questions relating to state and local documents. The states are assigned to the committee members as indicated.

Sandra K. Faull, Documents Librarian, New Mexico State Library, P. O. Box 1629, Santa Fe, New Mexico 87503 (Chairman)

Ruth D. Hartman, Documents Department, Library, Central Washington State University, Ellensburg, Washington 98926

ALASKA	MONTANA
HAWAII	OREGON
IDAHO	WASHINGTON

Clyde Hordusky, Documents Specialist, State Library of Ohio, 503 East Cooke Road, Columbus, Ohio 43214

DELAWARE	MICHIGAN	PENNSYSLVANIA
KENTUCKY	NEW JERSEY	WEST VIRGINIA
MARYLAND	OHIO	

Katherine Adams, Coordinator, Texas State Publications Clearinghouse, Texas State Library, Box 12927 Capitol Station, Austin, Texas 78711

ARIZONA	NEW MEXICO	VIRGIN ISLANDS
ARKANSAS	OKLAHOMA	
LOUISIANA	TEXAS	

Sandra Peterson, Documents Librarian, Swem Library, College of William and Mary, Williamsburg, Virginia 23185

ALABAMA	MISSISSIPPI	TENNESSEE
FLORIDA	NORTH CAROLINA	VIRGINIA
GEORGIA	SOUTH CAROLINA	

Karen Smith, Documents Librarian, Law Library, O'Brian Hall, SUNY at Buffalo, Buffalo, New York 14260

CONNECTICUT	NEW HAMPSHIRE	VERMONT
MAINE	NEW YORK	
MASSACHUSETTS	RHODE ISLAND	

Bruce Flanders, State Document Librarian, State Library of Kansas, 3rd Floor, State Capitol, Topeka, Kansas 66612

ILLINOIS	KANSAS	NEBRASKA
INDIANA	MINNESOTA	WISCONSIN
IOWA	MISSOURI	

Karen L. Cali, Assistant Documents Librarian, Kennedy Library, California Polytechic State University, San Luis Obispo, California 93407

CALIFORNIA	SOUTH DAKOTA
NEVADA	UTAH
NORTH DAKOTA	WYOMING

ARIZONA

NAME OF AGENCY:

Department of Library, Archives, and Public Records
State Documents
1700 W. Washington
Phoenix, AZ 85018

LEGAL AUTHORITY:

The current legal authority for the Department is A.R.S. 41-1331-41-1352, Laws 1976, Ch. 4, but the State Library was originally established and authorized to receive and organize state documents by the Laws, 1915, Ch. 62. The specific statute giving legal authority for the state documents program is A.R.S. 41-1338 which states that the Department must contain copies of current official reports, public documents and publications of state, county, and municipal offices, departments, agencies, etc. Furthermore, the law states that it is the duty of all public officers required to make written reports to provide the Department with copies of the reports, PLACE IN STATE AND PARENT ORGANIZATION. The hierarchy of the state documents unit is as follows:

Legislature
|
Dept. of Library, Archives, & Public Records
|
Research Division
|
Technical Services Section
|
State Documents Unit

STAFF:

The state documents staff includes Louise Muir, the State Documents Librarian (professional), Elizabeth Hopkins, the Documents Associate Librarian (non-professional), and Betsy Howard, a part-time typist, for a total of 2½ FTE's. The phone number is (602) 255-4343.

POWERS AND DUTIES:

The state documents staff receives and solicits publications from all state agencies, commissions, and boards. Each month a checklist of the new publications is printed and distributed. The checklist includes an orderform listing all publications for which we have received distribution copies. The publications may be ordered free of charge by completing and returning the order form. At the end of each year a subject index for the previous year's checklist and a list of periodicals published by state agencies are compiled and distributed free to checklist subscribers.

The documents are bound commercially for permanent preservation and are cataloged and classified according to the Arizona Governmental Publications KWOC Index. The KWOC Index is based on the Superintendent of Documents classification schedule and was adopted from the Florida Atlantic University scheme. The call numbers bring publications together by the unit with which they are associated, and the publications are indexed under each significant word in the title, as well as under additional subjects, including the author. The computer generates both the index and shelflist cards. The index is available as a print-out and in microfiche.

ARIZONA

DEPOSITORY LIBRARIES:

At the present there are no depository libraries. The Department has the only, official, definitive collection.

DOCUMENTS DISTRIBUTED:

In 1979/80, 2600 documents were distributed. All libraries received their documents by ordering from the monthly checklist.

EXCHANGES AND OUT-OF-STATE DISTRIBUTION:

Five titles are available for exchange. They are purchased in sufficient numbers to meet the demand. The five exchange titles are sent to the Library of Congress plus two copies of all available state documents. The House and Senate Journals are sent to the Center for Research Libraries. To request an exchange title write to the Acquisition Librarian at the above address.

DISSEMINATION OF CATALOGING DATA:

The cataloging data is not included in any data base. The state documents staff maintains a state agency authority file. It is published on microfilm and is available through the Records Management Center, 1130 N. 22nd Ave., Phoenix, AZ 85009 for $12.00.

The Arizona Governmental Publications KWOC Index is used by the Department, Arizona State University and a few public libraries and is considered the official classification scheme. Information concerning the KWOC Index is available from Documents Service, Hayden Library, Arizona State University, Tempe, AZ 85281.

MICROFORMS:

None.

STATE AGENCIES AND THEIR DUTIES UNDER DEPOSITORY LAWS:

State agencies are asked to deposit 50 copies, if possible. No specific number is required by law. The agencies do not appoint publications record officers, but we do try to maintain one contact person in each agency. Lists of publications are not supplied by the agencies.

CURRENT CHECKLIST:

Title: Checklist of Official Publications of the State of Arizona.
Frequency: Monthly
Price: Free
Issuing Agency: Dept. of Library, Archives, & Public Records
Latest issue: November, 1980. No. titles: 35
The checklist is arranged alphabetically by issuing agency. Within agency it is arranged alphabetically by title. Full bibliographic data is given for each item, and each item has a unique document number. Information on the availability of each item appears at the end of the entry. The checklist is printed on an off-set press and includes a separate shipping list of items available for distribution by the Department. At the end of each year a subject index and a list of agency-issued periodicals is compiled. Each subscriber receives a three-ring binder for the checklist and accompanying materials.

ARIZONA

PUBLICATIONS OTHER THAN THE CHECKLIST:

None.

BUDGET:

The state documents unit does not have a separate budget. It is included in the budget of the Research Division.

OUTSTANDING FEATURES OF PROGRAM:

The documents unit is located in a new Documents Center which has sufficient space to bring together all state documents and to provide ample room for patron use. Reference questions have more than doubled since the opening of the Center.

MAJOR PROBLEMS OF PROGRAM:

The major problem of the program is a large backlog of documents which are uncataloged. The classification of the documents was changed from Dewey to the computerized KWOC index in order to eradicate the backlog. In the first year the backlog was reduced by one-third.

The only ALA quidelines which we do not meet is the establishment of in-state depositories. The depository program is scheduled to be instituted in the next two years.

CURRENT PROJECTS BEING EMPHASIZED:

The current major project is the conversion of the state documents from the Dewey to the computerized Arizona Governmental Publications KWOC Index and the classification of the large backlog with the KWOC Index. Concurrently with the conversion to the KWOC Index, we are establishing a visible file serial record for all periodicals and serials.

WORKSHOPS, SPECIAL PROGRAMS:

Each year in the winter term, the State Documents staff conducts a class on state documents for the Government Documents class of the University of Arizona Graduate Library School.

HOPES FOR THE FUTURE:

We are looking forward to the completion of the classification conversion and the extablishment of the in-state depository system.

Completed by --

Ann F. Onley
Head, Technical Services
Dept. of Library, Archives, and Public Records
1700 W. Washington
Phoenix, AZ 85007
(602) 255-4590
12/26/80

ARKANSAS

NAME OF AGENCY

Arkansas State Library
One Capitol Mall
Little Rock, AR 72201

LEGAL AUTHORITY

Section 8 of Act 489 of 1979 (Ark. Stat. 6-307) transferred responsibilities for depository distribution and bibliographic control from the Secretary of State to the Arkansas State Library.

PLACE IN STATE AND PARENT ORGANIZATION

Department of Education
Arkansas State Library
Information Resources Area
Documents Services Section
State Documents Unit

STAFF

Documents Services		
Coordinator (.5 FTE)	John A. McGeachy	(501) 371-2326
Librarian II (1 FTE)	Alice Pedersen	
Cataloging Services		
Coordinator (.2 FTE)	Rosemary McGinnis	(501) 371-2303
Librarian I (.5 FTE)	Virginia Hooton	
State Library Services		
Reference (.3 FTE)		(501) 371-2150

POWERS AND DUTIES

The Arkansas State Library is empowered to:

1. serve as the official depository for state documents.
2. prepare rules and regulations to carry out purposes of the Documents Services program.
3. establish standards of eligibility for libraries to participate in a statewide Depository Library system; enter into depository agreements with these libraries.
4. maintain a State Publications Clearinghouse to meet the acquisition and distribution needs of the statewide depository library system.
5. require all state agencies to deposit publications with the State Library.
6. compile, publish and distribute Arkansas Documents, a quarterly list of state publications received by the State Library.

ARKANSAS

DEPOSITORY LIBRARIES

Nineteen depository libraries within Arkansas were named in March 1981. They include thirteen college, five public, and one special library. Two categories of depositories were established, full and select. Full depositories (8) receive all publications the State Library receives in sufficient quantity for distribution. Select depositories (11) receive a core collection of publications.

DOCUMENTS DISTRIBUTED

Automatic distribution to designated depositories began with a shipment of documents recieved by the State Library in April 1981. That shipment contained 40 titles; 340 pieces were mailed. A shipping list with title and Arkansas documents classification number was included. Shipments will continue on a monthly basis.

EXCHANGES AND OUT-OF-STATE DISTRIBUTION

The University of Arkansas Library in Fayetteville has entered into various exchange agreements with libraries outside the state.

DISSEMINATION OF CATALOGING DATA

Cataloging Services section of the State Library enters bibliographic information into the OCLC on-line data base. OCLC tapes are used to generate The Arkansas Union Catalog on Microfiche which contains holdings, including state documents, from participating academic, special and public libraries statewide. Unit Cards produced through OCLC are used in the compilation of Arkansas Documents.

MICROFORMS

None at present

STATE AGENCIES AND THEIR DUTIES UNDER DEPOSITORY LAWS

All Arkansas agencies must deposit an official permanent depository copy of each of their publications. Agencies are also to deposit up to fifty copies for distribution to the Depository Library system if the agency has "sufficient funds or resources available to furnish said fifty copies". Documents liaisons are designated by each agency to aid in the deposit of publications.

CURRENT CHECKLIST

Arkansas Documents (vol. 1, no. 1, January/March 1981-), the official bibliography of State documents, is a quarterly publication with unit card entries arranged in Arkansas documents classification number order. Indexes are not included at the present time.

ARKANSAS

Arkansas Documents continues our Arkansas State and Local Documents Received by the Arkansas State Library. Three such checklists were issued: July 1979/June 1980, July/September, and October/December 1980.

PUBLICATIONS OTHER THAN THE CHECKLIST

Arkansas State Documents Classification Scheme is a loose-leaf publication recording agency names and Arkansas documents classification number.

BUDGET

There is no separate budget for the state document unit of Documents Services, Documents Services is funded through the Arkansas State Library budget.

CURRENT PROJECTS BEING EMPHASIZED

Implementation of rules and regulations approved recently.

The education of all state agency personnel regarding the obligation to deposit copies of state documents with the State Library.

COUNCILS OR ADVISORY BOARDS

An Advisory Committee for Documents Services, composed of academic and public librarians and agency liaisons, gives advice and counsel in both federal and state documents matters.

Completed by:
John A. McGeachy
Coordinator for Documents Services
Arkansas State Library
One Capitol Mall
Little Rock, AR 72201
(501) 371-2326
6-22-81

COLORADO

NAME OF AGENCY

Colorado State Publications Depository and Distribution Center
Colorado State Library
1362 Lincoln Street
Denver, Colorado 80203

LEGAL AUTHORITY

Colorado Revised Statutes, 1973, 24-90-201; Chapter 123 of the 1980 Colorado Session Laws. House Bill 1199 of the 1980 Session established that four copies of all state publications must be deposited with the Center. It also provided for the establishment of twenty depository libraries within the state.

PLACE IN STATE AND PARENT ORGANIZATION

Colorado Department of Education
Colorado State Library
Colorado State Publications Depository and Distribution Center

STAFF

Director (1.0 FTE) David Myers
Library Assistant II (1.0 FTE) Errol Bracken

POWERS AND DUTIES

The Depository Center is empowered to require state agencies to deposit their publications; to publish a quarterly index; to contract for the production of microfiche copies of all state publications to be deposited in twenty depository libraries.

DEPOSITORY LIBRARIES

Twenty depository libraries have been established. All libraries are full depositories. There are twelve public and eight academic libraries in the depository system.

All depository libraries are required to: belong to one of Colorado's seven regional library service systems; to be open to the general public for free use of state documents; provide loan service to any library in the state; to refer to the Depository Center regarding the disposition of documents; submit to a yearly inspection visit

COLORADO

DOCUMENTS DISTRIBUTED

It is estimated that 2,500 titles resulting in about 66,000 fiche will be deposited in a full year of operation.

EXCHANGE AND OUT-OF-STATE DISTRIBUTION

No titles are provided for out-of-state distribution or for exchange. Documents which are not copyrighted are available for purchase on microfiche. All documents in hard copy and microfiche are available from the State Library on interlibrary loan. One copy of every document is sent to the Library of Congress.

DISSEMINATION OF CATALOGING DATA

All original cataloging of Colorado state documents is prepared and entered into OCLC by the State Library (symbol DDB) according to AACRII. The cataloging system is based upon a combination of the Superintendent of Documents classification scheme and the structure of Colorado state government.

MICROFORMS

The Depository Center has contracted to have all documents microfiched upon receipt. The fiche is deposited in twenty depository libraries. All libraries, including the State Library, must provide interlibrary loan of the fiche.

STATE AGENCIES AND THEIR DUTIES UNDER DEPOSITORY LAWS

Agencies are required to deposit four copies of each publication with the Center. The State Librarian may require, in certain cases, that twenty hard copies be deposited.

State agencies are required to designate one or more contact person(s).

The statutes allow the Depository Center to request a list of an agency's publications.

CURRENT CHECKLIST

The index is in preparation. OCLC tapes will be converted into a hard copy index and will be published quarterly with an annual cumulation. The catalog of state publications will also be published in the Colorado Union Catalog.

COLORADO

PUBLICATIONS OTHER THAN CHECKLIST

A monthly cumulation of shipping lists is produced and provided to non-depository libraries (upon request), private industry, out-of-state libraries (upon request) and interested citizens.

BUDGET

For fiscal year beginning July 1, 1981:

Capital outlay	46,000
Microfilming contract	25,000
Printing	12,000
Supplies	1,200
Data processing	12,000
TOTAL	96,000

MAJOR PROBLEMS

Uncertain future of State Library funding (the state government information services division was eliminated beginning July 1, 1981).

Uncooperative nature of some state agencies.

CURRENT PROJECTS BEING EMPHASIZED

The major emphasis of the first year has been to make the program fully operative.

COUNCILS OR ADVISORY BOARDS

An advisory council will be established during the coming year.

HOPES FOR THE FUTURE

Retrospective cataloging and microfiching of all state documents held by the State Library.

Completed by --
Name: David Myers
Title: Director
Address: 1362 Lincoln Street, Denver, CO 80203
Telephone Number: 303/866-2171
Date: May 19, 1981

IDAHO

(Update)

LEGAL AUTHORITY

Session Laws, 1972

STAFF

(208) 334-2150

DEPOSITORY LIBRARIES

Nineteen depository libraries exist. Nine are academic (Junior college to university). Seven are public libraries.

MICROFORMS

Some state documents are now being distributed in microform. The majority of the documents that exist on microform are being produced by the State Library. These documents are significant. high demand items, such as the Bulletins and Pamphlets of the Idaho Bureau of Mines & Geology and the Annual Reports of the State Mine Inspector.

PUBLICATIONS OTHER THAN CHECKLIST

Idaho State Documents Catalog. Consists of 22,632 catalog cards on 38 microfiche cards. Provides bibliographic information of Idaho documents from 1863 to 1980.

Completed by:

M. Gary Bettis
Librarian

Idaho State Library
325 W. State Street
Boise, Idaho 83702

(208) 334-2150

May 27, 1981

ILLINOIS

NAME OF AGENCY

State documents responsibilities are divided along functional lines at the Illinois State Library as a result of a recent reorganization. Acquisition, distribution, and shipping list production is handled in the Collection Development Branch. Cataloging is done by the Library Materials Processing Branch. The Information Services Coordinator, who is also Documents Coordinator and responsible for general administration, is in the Information Services Branch. Address for general information is Information Services Coordinator, Illinois State Library, Centennial Building, Springfield, IL 62756.

LEGAL AUTHORITY

Statute citation for current program: Ill. Rev. Stat., chapter 128, par. 121. Session law citation: Laws 1967, p. 2786, effective January 1, 1968; amended by Public Act 77-1690, effective January 1, 1972. The current law requires all state agencies to deposit sufficient copies of their publications with the State Library for collection and exchange purposes. It also authorizes the State Librarian to specify the number of copies required and the publications that must be deposited by rule or regulation. The law includes definitions of "state agencies", "publications", and "printed material". It also requires the State Librarian to publish a listing of the publications received by him under the act from time to time.

PLACE IN STATE AND PARENT ORGANIZATION

Illinois State Library (see above under name of agency):

Collection Development Branch
Illinois Documents staff member

Library Materials Processing Branch
Catalogers (some have responsibility for Illinois documents)

Information Services Branch
Documents Coordinator (Information Services Coordinator)

STAFF

In Collection Development Branch:
Jane Giberson, FTE, Library Associate, (217) 782-6304

In Library Materials Processing Branch:
Cataloging of Illinois documents is handled in this branch, but there is no person or group of persons whose sole responsibility is Illinois documents

In Information Services Branch:
Mary Redmond, Information Services Coordinator, (217) 782-5430. The position is FTE but the Documents Coordinator responsibilities are not the only duties of the position.

ILLINOIS

POWERS AND DUTIES

In accordance with law (see under legal authority) and regulation (see below), the State Library receives forty copies of most publications of state agencies to distribute to its depository libraries. The semimonthly shipping list (Illinois Documents List) is prepared and sent out with each shipment. It is divided into "Items Sent" (those titles received in sufficient number to distribute to depositories) and "Items Not Sent" (titles of which there are not enough copies to send to the depositories but which are cataloged and retained at the State Library--including university press books, other university publications, priced items, newly acquired older documents, and others which are in short supply for one reason or another). There is also a section for microforms and a final section listing non-Illinois documents of interest to Illinois documents depositories. Each division of the shipping list is arranged by issuing agency and title. OCLC numbers and cataloging information are included. Cataloging is done by the Library Materials Processing Branch on OCLC. For details on micropoduction, see below under MICORFORMS.

DEPOSITORY LIBRARIES

Academic libraries: 22
Public libraries: 2
Library systems: 3
Other state libraries: 5
Library of Congress (2 copies)
Council of State Governments
Center for Research Libraries
British Library
The Illinois State Library retains three copies for its own collection

All depositories are "full" in the sense that they get everything available for distribution. There are formal regulations and Instructions to Depository Libraries for Illinois State Documents (copies attached). Depositories are required to keep all documents except superseded material or ephemera for five years. At the end of five years, depositories may send a list of unneeded documents to the State Library which in turn will circulate the list to other libraries in a manner similar to the method used by regional depositories to weed federal documents. If other libraries request the documents on the list, the discarding library will forward the documents to them; if not, it may discard or otherwise dispose of unwanted materials. The four Research and Reference Centers (University of Illinois at Urbana-Champaign, Southern Illinois University at Carbondale, Chicago Public Library, and the State Library) must keep all depository documents indefinitely except for superseded items. Depositories must provide reasonable reference service to all Illinois citizens and must catalog the documents for easy access and retrieval. Circulation is encouraged; university and special libraries designated as

DEPOSITORY LIBRARIES--Cont.

depositories must be willing to lend to library systems and to permit all Illinois citizens access to documents within the library, while public libraries and library systems must be willing to lend to all Illinois citizens through the use of reciprocal borrowing. The State Library requires inspections of and reports from depository libraries. Depositories may be terminated at their own request or by the State Library. There is no formal basic list or core collection requirement, nor can depositories select which items they wish to receive. The Illinois State Library has the most comprehensive collection of Illinois documents.

DOCUMENTS DISTRIBUTED

For calendar year 1980, 1150 hard copy pieces were distributed, which is about 31 percent of the documents listed on the shipping lists for that year. Because the State Library rarely receives more than the deposit copies, non-depository libraries (and other shipping list subscribers) are asked to request titles from the issuing agency rather than from the State Library.

EXCHANGES AND OUT-OF-STATE DISTRIBUTION

All titles in "Items Sent" portions of the shipping lists are sent to our out-of-state depositories and sister state libraries. The Library of Congress and the Center for Research Libraries are included among these institutions. Out-of-state non-depository libraries usually request from the issuing agency.

DISSEMINATION OF CATALOGING DATA

Cataloging for Illinois state documents is included in the OCLC data base. Although the State Library catalogs Illinois documents, there is no official centralization of the responsibility for putting them into the data base. There is no comprehensive state agency authority file at this time, nor is there an official classification scheme. Some major schemes used by depository libraries are Dewey, Library of Congress, and Nakata-Strange (for details on the last, see Classification Scheme for Illinois State Publications As Applied to the Documents Collection at The Library, University of Illinois at Chicago Circle, Chicago, Illinois by Yuri Nakata and Michele Strange. It was issued as Occasional Paper Number 116 of the University of Illinois Graduate School of Library Science in December 1974). The Illinois State Library uses Dewey and places a capital I in front of the call number to indicate Illinois document.

ILLINOIS

MICROFORMS

In addition to commercially produced microforms, some of the major Illinois documents in microformat include detailed vital statistics beginning with 1973 (COM microfiche), House and Senate floor debates beginning with the fall of 1971--77th General Assembly (29X microfiche), and Illinois Register weekly issues from 1977 to 1980 (27X microfiche). These and others are sent to depositories. They are produced by the Micrographics Division of the Office of the Secretary of State. They are currently a small percentage of total distribution. In calendar year 1980 there were only 39 shipments (out of about 3700 total items on the shipping lists). This is somewhat misleading, however, because one shipment may consist of a whole year of legislative debate. Format varies depending on the material and ranges from microfiche in several different reduction ratios to cartridge microfilm. Availability is usually from the State Library.

STATE AGENCIES AND THEIR DUTIES UNDER DEPOSITORY LAWS

By regulation, most agencies must distribute forty copies of non-priced publications with the State Library. There are exceptions for priced items (three copies), university publications (three copies), and university press books (two copies). Most state agencies do not have a formally designated publications record officer. Lists of publications are sometimes supplied; mailing lists very rarely.

CURRENT CHECKLIST

Publications of the State of Illinois, 1959- . Frequency varies. 1959-60 title was Illinois State Publications. Most issues are semiannual, but July 1961 to December 1962 were combined in one issue; also July 1963 to June 1964 and January-December 1970. ISSN is 0191-1058. It is available without charge from the Illinois State Library, Centennial Building, Springfield, IL 62756. The latest number issued is July-December 1975; a cumulative 1976-79 issue is in preparation. The July-December 1975 issue included 1204 titles. The arrangement is by issuing agency and by title. The shipping list accession number is also included. There are notes indicating price and/or availability for some titles. Typing has been done by the State Library and copies have been reproduced by Graphic Arts (part of the Office of the Secretary of State). There probably will be a different typing-reproduction system for future issues. There is a separate shipping list which is issued semimonthly. The complete title is Illinois Documents List. For further details, see above under POWERS AND DUTIES.

ILLINOIS

PUBLICATIONS OTHER THAN THE CHECKLIST

Palic mentioned the listings of Illinois documents which appeared in Illinois Libraries (a periodical issued monthly except July and August by the Illinois State Library) irregularly from October 1939 to October 1954, but did not cite the other lists which also appeared irregularly from January 1955 through May 1967. Documents (Illinois State Library) is a brochure which attempts to inform state agencies of their responsibilities under the law and regulations. It was last issued several years ago and needs to be updated. The same is true for The Illinois Documents Depository System: Your Free Ticket to Illinois Government Information, a Secretary of State publication (State Library publication) geared to alerting citizens to the existence of the program. Another publication is Guide to Illinois Government Agencies and Their Publications, 1818-1973 by Gail Bardhan. It was published by Northwestern University Library in Evanston, Illinois in May of 1974. The ILA-GODORT Newsletter, a publication of the Government Documents Round Table of the Illinois Library Association, includes information on Illinois documents.

BUDGET

Since documents functions are integrated into several existing branches, the Illinois State Library does not have budget figures for its state documents program.

OUTSTANDING FEATURES OF PROGRAM

Besides indentifying, acquiring, and distributing publications, which is outstanding when one considers the problems of doing so, one of the major features of the program is the cataloging information which is supplied with the shipping lists. Another big project is the microform activitiy which we have undertaken. Because of the excellent cooperation of the Secretary of State's Micrographics Division, we have been able to make items available to depositories which they might not be able to acquire otherwise. In addition, the state agencies have also appreciated the opportunity to find out about the possibility of converting their materials into microform. It has worked to the advantage of all of us.

MAJOR PROBLEMS OF PROGRAM

One major problem is the lack of a single printing facility, which would centralize the production of documents and thus make identification and acquisition easier. Another problem is staff turnover in agencies, which means that new personnel may not be aware of their agency's responsibilities in this area. Sometimes all copies of a publication are exhausted by the time the State Library learns of its existence. Constant communication between the State Library and the agencies is necessary to insure that we get what the law and regulations require. The Illinois program meets most ALA State and Local Documents Task Force guidelines.

ILLINOIS

CURRENT PROJECTS BEING EMPHASIZED

In addition to the day to day projects, we are continuing to work on microform conversion of materials. We have discussed the possibility of creating better identification for microform publications and are looking at a number of options. On a more general note, one piece of proposed legislation will have an effect on the documents program if it passes, although that is not its primary function. In an attempt to cut down on the large number of reports which are automatically sent to legislators by state agencies, Representative Woods Bowman and others have introduced House Bill 1302 in the 82d General Assembly, and the bill has been placed on the Spring 1982 Calendar in the House. The bill creates a State Government Report Distribution Center for the General Assembly in the State Library and requires reports to the General Assembly to be made by filing copies with the majority and minority leadership of both houses, the Clerk of the House, the Secretary of the Senate, and the Report Distribution Center. The Center will be required to send General Assembly members monthly abstracts and indexes of the reports filed and to supply copies of reports to members as requested. The bill does not affect the provisions of the law relating to the deposit of state publications with the State Library, but it should make the State Library aware of the existence of more publications. It should also give the State Library more opportunities to alert state agencies to their depository responsibilities if they are unaware of their existence.

WORKSHOPS, SPECIAL PROGRAMS

In its capacity as a regional federal documents depository and as the distribution agency for Illinois documents, the Illinois State Library holds periodic meetings for both federal and state documents depositories in Illinois. A meeting will be held in September of 1981 but we have not yet decided on the final agenda. In addition, several Illinois State Library staff members are on the ILA-GODORT executive board, and they will be involved with the ILA-GODORT workshop on statistics in Illinois documents which will be held in Springfield in September and in Chicago during October.

Completed by--

Mary Redmond
Information Services Coordinator
Illinois State Library
Centennial Building
Springfield, IL 62756
(217) 782-5430
June 4, 1981

KANSAS

(Update)

From: Bruce L. Flanders, State Documents Librarian

ADDENDA to Kansas entry of State Publications: Depository Distribution and Bibliographical Programs.

1. There are now two selective depositories: Ottawa Public Library, Ottawa, Kansas; and Washburn Law Library, Washburn University, Topeka, Kansas. To facilitate the distribution of documents to these new depositories, a core collection of depository items was developed. This core collection constitutes the items the selective depositories receive. Complete depositories are required to receive core documents, and are supplied with a list of other documents, from which they may choose.

2. The long-anticipated ANSI/COBOL programs to produce checklists and shipping lists are not going to materialize. A different route has been taken: our current programs in ASSEMBLAR and PL/1 are being cleaned up, and enhanced.

3. Authority files are currently being produced. These include (a) corporate author, (b) personal author, (c) series, and (d) subject. This has proved to be a difficult project, but the need is great, particularly in establishing a consistency to our descriptive cataloging, and assignment of classification numbers.

KENTUCKY

Name of Agency
Division of Archives and Records Management
P.O. Box 537
Frankfort, KY 40602

Legal Authority
Kentucky Revised Statutes, Chapters 171.450 and 171.500 empower the Department of Library and Archives to establish procedures for collection and distribution of state publications after July 1, 1958. The Department may designate depository libraries by written order, and shall supply publications according to its own regulations. The Checklist of Kentucky State Publications was first issued in 1962.

Place in State and Parent Organization
Department of Library and Archives
Division of Archives and Records Management
Publications Section

Staff
Kathleen Pratt
Checklist Editor
(502) 564-3616

Powers and Duties
The State Archives does not distribute state publications. Interested persons or libraries must direct their request to the issuing agencies. The Kentucky Checklist is prepared annually. It is an annotated listing, arranged by governmental agency in hierarchical order. It has an author-subject index. All state publications, except copyrighted ones are microfilmed. The film is for sale by the set or the roll. The State Library retains selected titles which are either catalogued or placed in a vertical file.

Depository Libraries
The University of Kentucky Government Publications Department is the only designated depository. This depository takes responsibility for collecting state documents, but the State Archives will assist when it has difficulties in so doing. Aside from the State Archives, U.K. has the most complete collection of state publications.

Documents Distributed
N/A

Exchanges and Out-of-State Distribution
Publications housed in the State Archives are retained permanently and are not available for exchange. The State Library does not send material to the Library of Congress or the Center for Research Libraries. Out-of-state libraries may request publications directly from issuing agencies. They may also request publications from the State Library through interlibrary loan.

Dissemination of Cataloging Data
The State Library catalogs very few publications. The Technical Services Division is responsible for cataloging; it uses OCLC. There is no state agency authority file. Publications are cataloged by the Dewey Decimal System.

Microforms
State publications 1974-1979 are available on microfilm by the set or roll. They are filmed in Checklist order. The prices of the film vary according to the year and number of publications filmed. The film has been sold to various libraries.

State Agencies and Their Duties Under Depository Laws
State agencies must furnish the State Archives three copies of all publications, and must furnish the University of Kentucky one copy. This is the responsibility of the agency records officer. The records officer does not furnish lists of publications or mailing lists.

Current Checklist
Checklist of Kentucky State Publications
1962 -
annual
(no ISSN)
free
Division of Archives and Records Management
Latest issue covers publications issued in 1979, numbering 731. Arrangement is by government agency, in alphabetical order. There is an author/subject index. Past issues have been produced manually. The 1980 issue will be produced from computer tapes; this marks the beginning of a cumulated index. There is a separate shipping list.

Budget
The budget includes salary for one person, plus approximately $5,000 to cover printing costs.

Outstanding Features
The Kentucky Checklist is not only a bibliographic tool. The delineation of state government organization is valuable to persons who wish to study Kentucky government and public administration.

Major Problems
The Kentucky Checklist essentially meets ALA guidelines, though entries are not in standard card format. The basic interest of the State Archives it to preserve these publications; therefore, they generally are not circulated, and are retained permanently after filming. Availability to researchers is sometimes a problem, but this can be resolved through cooperation among the Archives, the State Library, and the issuing agency.

Current Projects
The Archives has purchased a software program from the National Archives. This program, Spindex, allows us to merge our data, create an index, format and typeset from tapes. The major goal of this project is to produce a cumulated index.

Hopes for the Future
The Archives houses hundreds of old publications which should be available to the public. A long-standing goal has been the publication of a retrospective Checklist. We are hopeful that Spindex will enable us to do this quickly and efficiently.

Completed by: Kathy Pratt, Checklist Editor
Division of Archives and Records Management
P.O. Box 537
Frankfort, KY 40602
(502) 564-3616

MASSACHUSETTS

Changes:

PLACE IN STATE AND PARENT ORGANIZATION

1. Governor
2. Secretary, Administration and Finance
3. State Librarian
4. Chief, Technical Services
5. Documents Librarian

STAFF

Susan Dow, Documents Librarian, Professional 617-727-6279
Para-professional : Robert J. Ludera
Kathleen O'Flanagan
Part-time interns, pages, etc.

OTHER

Massachusetts State Publications
latest issued 1979 88 pages

Commonwealth of Massachusetts Publications Received by the Mass. State Library.
latest issued Jan. - Mar. 1981

MICHIGAN

1. NAME OF AGENCY

Michigan State Library
Government Information Unit
735 E. Michigan, PO Box 30007
Lansing, MI 48909

2. LEGAL AUTHORITY

M.C.L. (Michigan Compiled Laws), 1970. Sec. 397.55 - 397.59

Public Act, 1976, No. 367

The State Library has been distributing documents to libraries since the middle 1950's. This informal system became more formalized in the middle 1960's, resulting in a formal system of depositories about 1970. The 1976 law put on the books a system which was already in operation.

The act designates the State Library as a depository for public documents and directs the Library to establish a state document depository system. The law further directs the State Library to maintain a complete permanent reference file of state documents and to make them available to the people of the state.

3. PLACE IN STATE AND PARENT ORGANIZATION

Michigan Department of Education
State Library Services (State Library)
Government Program
Government Information Unit

4. STAFF

Richard Hathaway	517-373-1593
Richard Lucas	517-373-1593

5. POWERS AND DUTIES

The State Library attempts to acquire sufficient copies of state documents for distribution to all depositories, or as a minimum, one copy for the "official" collection. It prepares and mails the shipments, accompanied by a shipping list. This list includes all documents acquired, even if copies are not available for depository distribution. Shipments average two per month. Michigan Documents lists and indexes all state documents received by the Library.

6. DEPOSITORY LIBRARIES

There are currently 47 depositories in Michigan and 16 outside the state. Of the 47 Michigan depositories, 31 are public and 16 are college or university. Only the State Library is a complete depository. The others receive what is available for distribution. Libraries cannot select specific items or series. All receive the same as long as sufficient copies are received.

There is a two-page "Procedures for Michigan Document Depository Libraries" (April 1979). All depositories will retain all depository documents (except duplicates, superseded items or ephemera) for at least five years. Four depositories (Detroit Public Library and the libraries of University of Michigan, Michigan State University and Wayne State University) are designated as permanent depositories and may not discard after five years. These libraries also have priority in distribution of publications available in limited qualities. The State Library must keep all documents, including superseded items and ephemera. These five depositories receive two copies of all documents sent out when sufficient copies are available.

The State Library maintains an "Official Collection" of state documents. Items from this collection are not allowed out of the Library.

7. DOCUMENTS DISTRIBUTED

October 1979-September 1980

Titles received at State Library: 5,310 plus 1800 legislative bills and journals
Available for general distribution to depositories: 1,177
Titles sent to one or more depositories: 898
Titles sent to all depositories: 729

8. EXCHANGES AND OUT-OF-STATE DISTRIBUTION

The Library of Congress and Center for Research Libraries are depositories, as are six out-of-state university and special libraries and eight out-of-state public or State libraries.

Non-depositories, both in-state and out-of-state must request copies of documents from the issuing agency. The State Library does not maintain a stock of any publications other than its own.

9. DISSEMINATION OF CATALOGING DATA

Documents are very selectively cataloged on OCLC. For the publication of Michigan Documents, abbreviated cataloging is done and input into an "in-house" data base.

The Library has an incomplete "in-house" state agency authority file. This is being updated and completed as time permits.

There is an official classification scheme similar to the SuDocs system. This is used both on the shipping lists and in Michigan Documents. The Library could make copies of the scheme if requested.

10. MICROFORMS

The only documents currently produced and distributed in microfiche are Michigan Documents, Michigan Magazine Index, and the Department of Education's Michigan Occupational Information (MOIS) Microfiche Deck. Gradually, many series of Michigan documents are being put on microform retrospectively by commercial publishers.

11. STATE AGENCIES AND THEIR DUTIES UNDER DEPOSITORY LAWS

State agencies are required by law to provide a minimum of 75 copies of each publication. Additional copies are to be supplied upon the request of the State Librarian. Few agencies consistently provide the Library with 75 copies of each publication. It is often hard to even ascertain the existence of many publications. The Library attempts to monitor and claim publications for the depository program. Several agencies publish bibliographies of available publications.

12. CURRENT CHECKLIST

Michigan Documents. July/Sept. 1952-

Available free from the Library. Currently lists all Michigan documents received by the State Library. Issued quarterly only through 1966. Issued quarterly with annual cumulations after 1966. Beginning with the 1979 annual, it is available only on microfiche. Currently, it is published in cumulating quarterly issues, with the fourth quarter being the annual cumulation. Also available on microfiche are cumulations for 1966-1972, and 1973-1977, and a "Backlog" cumulation which lists pre-1966 documents which had not previously been cataloged as well as documents through 1976 which had not been cataloged. Arrangement of entries in Michigan Documents is in one alphabetical sequence, including agencies, titles, and subjects. Entries refer to document classification number and give a brief collation. The latest issue received is the January-March 1981 issue.

Each depository shipment is accompanied by a shipping list. Each list includes the title of each document and its classification

number. These shipping lists began about 1973.

13. PUBLICATIONS OTHER THAN THE CHECKLIST

Michigan Magazine Index. Oct. 1965-
Published by the State Library. Indexes magazine articles relating to Michigan appearing in many different magazines, including articles in document serials.

Michigan. State Library. Law Department.
Catalogue of the Michigan State Library Law Department. Lansing, Michigan. 1896.

Michigan in Books. v.13, no.1 (Winter 1975) Issue is titled "Michigan Government Publications." Other issues of this publication produced by the State Library often mention or list significant state documents.

Red Tape. No.1- Jan./Feb. 1979-
This newsletter of the Government Documents Round Table of Michigan from time to time includes news of workshops, meetings, the depository program, or new or significant publications of state agencies.

14. BUDGET

No separate budget for the depository program is available.

15. OUTSTANDING FEATURES OF THE PROGRAM

The wide dissemination of Michigan documents through a system of 47 in-state and 16 out-of-state depositories makes them accessible to large numbers of users.

Michigan Documents is an excellent index and checklist of state publications.

The State Library has a very strong collection of state publications and is centrally located in the state.

16. MAJOR PROBLEMS OF THE PROGRAM

A major problem is acquisition of publications from the agencies. The depository law provides no enforcement provision the State Library can utilize in "encouragement" of agencies to provide copies needed.

Currently the State Library is undergoing acute budget problems. It is only open to the public half-days, limiting access to the documents collection. There is not sufficient staff to operate the depository program at a minimum level.

The Michigan program appears to meet the ALA Guidelines, except for numbers 6 and 7. A state agency authority list is being compiled as time permits, Due to recent budget cuts, the State Library does not have the personnel to adequately handle the depository program.

17. CURRENT PROJECTS BEING EMPHASIZED/HOPES FOR THE FUTURE

The major project being emphasized is the completion of a state agency authority list, at least for in-house use. Just being able to maintain the depository program operation at bare minimum activity is a major accomplishment at this time.

18. COUNCILS OR ADVISORY BOARDS/WORKSHOPS, SPECIAL PROGRAMS

There is no official advisory board overseeing the depository program. However, the Government Documents Round Table of Michigan is a very active group and acts as a lobbying group when necessary. The Round Table has also sponsored recently workshops on Michigan legislative histories and on local documents.

Completed by-

Paul W. Thurston
Documents Specialist
Detroit Public Library
5201 Woodward Avenue
Detroit, Michigan 48202
(313) 833-1409

June 9, 1981

MINNESOTA

NAMES OF AGENCIES

Legislative Reference Library
111 State Capitol
St. Paul, Minnesota 55155

State Register and Public Documents Division
Minnesota Dept. of Administration
117 University Ave.
St. Paul, Minnesota 55155

LEGAL AUTHORITY

Minnesota statute 3.195 authorizes the Legislative Reference Library to produce a monthly checklist of state documents. Minnesota statute 15.18 establishes the depository program.

PLACE IN PARENT AGENCY

See above.

STAFF

(Legislative Reference Library only)

Bruce Willms, Technical Services Librarian
Zona DeWitt, Librarian for State Documents
Helen Whipple, Library Technician
Connie Rymer, Library Clerk
Nancy Kimball, Library Clerk

All staff are full-time.

POWERS AND DUTIES

1. LRL acquires state documents.
2. LRL catalogs the documents and inputs the records into OCLC.
3. LRL produces a checklist using OCLC archival tapes.
4. LRL prepares documents for microfilming.
5. Documents are filmed by the Micrographics Unit, Minnesota Dept. of Administration.
6. State Register and Public Documents Division distributes microfiche copies of the documents to the depository libraries. (This applies only to documents received by the LRL after January 1, 1980. Prior to then, only selected documents in hard copy were sent to the depositories.)

DEPOSITORY LIBRARIES

There are 37 depository libraries in Minnesota. All are full depositories. By type, there are:

18 community college libraries
12 state university libraries (including the University of Minnesota and several of its branches)
3 public libraries
3 state agency libraries
1 special library.

The Minnesota Historical Society, the University of Minnesota Government Publications Division and the Legislative Reference Library have the definitive collections.

MINNESOTA

DOCUMENTS DISTRIBUTED

No figures are available for this category. Non-depository libraries can request documents from the issuing agency. Microfiche copies of any document that has been filmed can be purchased prepaid from the State Register and Public Documents Division. Contact them for a price list.

EXCHANGES AND OUT-OF-STATE DISTRIBUTION

Library of Congress receives two microfiche copies of each document from the Minnesota Historical Society.

DISSEMINATION OF CATALOGING DATA

Cataloging for all but ephemeral items is input into OCLC by the LRL. The OCLC archival tapes are used to produce a checklist that provides author, title, and subject access. There is no official agency for cataloging state documents. The LRL does the vast majority of the cataloging only because it receives the documents before anyone else. LC classification is used, although the documents are also identified by a Minnesota document number (essentially an accession number). These numbers appear in the checklist, and are also used to arrange the microfiche collection of state documents. (Thus, the LRL's checklist serves as the primary index to the documents on microfiche.)

MICROFORMS

All documents except ephemera dating from ca. 1974- are available on 42x microfiche. The master copies, which are archival quality, are stored by the Micrographics Unit. Since January 1980, depository libraries have received their copies only in microfiche.

STATE AGENCIES

State agencies are required by Minnesota statute 3.195 to forward 10 copies of each document, as defined by Minnesota statute 3.302, to the Legislative Reference Library. No lists or mailing lists are generally available.

CURRENT CHECKLIST

Title: LRL checklist of Minnesota government publications
Dates covered: January, 1981-
Frequency: monthly
ISSN: none
Price: $20.00 per year
The checklist has been produced under various titles since June, 1974 by the Legislative Reference Library. Subscriptions are available from the State Register and Public Documents Division.

The checklist has an index and register arrangement, and is indexed by author, title, and subject. It is produced by running OCLC archival tapes through the CAIN System, which the National Agricultural Library developed some years ago. This system has been modified for the LRL and is now maintained by the University of Minnesota Administrative Data Processing Dept.

PUBLICATIONS OTHER THAN THE CHECKLIST

No others known.

MINNESOTA

BUDGET

Because there are several agencies involved in the program, it is very difficult, if not impossible, to compile this information.

OUTSTANDING FEATURES OF THE PROGRAM

There are three outstanding features of the program:
1. The degree of access which the checklist now provides.
2. The extensive coverage of the microfilming program.
3. The wide distribution of state documents through a depository system that consists of 37 full depository libraries.

MAJOR PROBLEMS OF THE PROGRAM

The two major problems of the program have been eliciting the full cooperation of the agencies in forwarding their publications, and the difficulty of coordingating the roles of the various agencies involved in the program.

CURRENT PROJECTS BEING EMPHASIZED

Currently, our biggest concern has been to iron out the remaining wrinkles in the distribution of the documents to the depository libraries. There has been somewhat of a delay between the appearance of a document in the checklist and its arrival in the depositories.

WORKSHOPS, SPECIAL PROGRAMS

None.

COUNCILS OR ADVISORY BOARDS

The Minnesota Library Association GODORT unofficially monitors the program and suggests improvements, etc.

Completed by

Bruce Willms
Technical Services Librarian
Legislative Reference Library
111 State Capitol
St. Paul, MN 55155
612-296-7897

March 31, 1981

NEBRASKA
STATE PUBLICATIONS
DEPOSITORY DISTRIBUTION AND BIBLIOGRAPHICAL PROGRAMS

PLACE IN STATE AND PARENT ORGANIZATION

Nebraska Library Commission
|
Reference & Information Services
|
Checklist Preparation
Microfiche Program
State Documents Depsoitory System
State Documents Processing
State Documents Reference
Workshops

STAFF

Susan Kling, Department Head, Reference & Information Services	1 FTE
Vern Buis, Coordinator, Nebraska Publications Clearinghouse, Checklist Editor	1 FTE
Karen Lusk, State Documents Librarian	1 FTE
Doris Garlow, Technician	1 FTE
Student Assistant	.5 FTE

MICROFORMS

The Nebraska Publications Clearinghouse is currently microfiching all documents upon receipt with the exception of copyright items.

CURRENT CHECKLIST

As of 1982, the Checklist will be issued only in COM format (48x diazo).

CURRENT PROJECTS BEING EMPHASIZED

Work is progressing on retrospective entries to the Checklist. Since the Checklist will be issued only in COM format as of 1982, these entries will automatically become part of the existing COM Checklist therefore eliminating the need for a separate retrospective publication.

NEW MEXICO

NAME OF AGENCY

New Mexico State Documents Depository Clearinghouse
New Mexico State Library
P.O. Box 1629
Santa Fe, NM 87503

DEPOSITORY LIBRARIES

The New Mexico Depository Library Council approved a plan for selective depositories. Item numbers will be established for each government agency and division. Libraries will choose from which agencies they wish to receive publications. This will be implemented in the fall of 1981. The Council also approved a core collection which all depository libraries must receive.

DOCUMENTS DISTRIBUTED

July 1979-June 1980, 621 Titles; 11,183 items. About 48% of known publications were distributed. This is misleading as each proclamation is counted as one title and the proclamations are not sent to depository libraries.

CURRENT CHECKLIST

There is no checklist for state publications in New Mexico at this time. The State Library produces New Mexico Selected List for Federal and State Publications on a bimonthly basis. The legal responsibility for a checklist belongs to another agency which does not have the money or staff to provide this service. Efforts are being made to change this situation.

MAJOR PROBLEMS

The lack of bibliographic control of state documents for non-depository libraries is the major problem today.

CURRENT PROJECTS BEING EMPHASIZED

An inspection/evaluation program for depository libraries is being developed. A draft evaluation form has been developed and is being tested by each library. Once a final version has been approved by the Council, biannual inspections will begin. Half of the libraries will be inspected in any one year.

Compiled by:

Sandra K. Faull
Documents Librarian
New Mexico State Library
P.O. Box 1629
Santa Fe, NM 87503
(505) 827-2033

May 15, 1981

NORTH DAKOTA

NAME OF AGENCY

Documents Librarian
North Dakota State Library
Highway 83 North
Bismarck, North Dakota 58505

LEGAL AUTHORITY

North Dakota Century Code sec. 54-24-09.

STAFF

1 full-time non-professional -- Darrell McNamara, Documents Librarian, (701) 229-2990

POWERS AND DUTIES

The North Dakota State Library receives regular publications from most of the state agencies in North Dakota. Once they are received they are given a specific code number, indicating a given state agency, year, sequence number and month. (Example: North Dakota State Health Department - 292-79-1921-10).

Information from the document, such as title and parts; author or division of department other than department number, date and number of pages, is then trasnferred onto computer input sheets and sent to Central Data Processing. From there the information is fed into the computer and we have a print-out of all the material in order by numerical agency codes from smallest to largest. This print-out or checklist along with a copy of the document itself is sent to the six depository libraries in the state of North Dakota.

DEPOSITORY LIBRARIES

We have a total of six libraries other than the North Dakota State Library which receive these state publications. Four of these libraries are college libraries, one is the North Dakota State Historical Society Library and the last one is the Library of Congress, located in Washington, D.C.

The only library that receives all of the publications put out by the state agencies is the North Dakota State Library. There is not always enough of the publications printed to insure that each depository receives a coy.

DOCUMENTS DISTRIBUTED

In the year of 1978 we had a total of 2696 different publications distributed to the various depository libraries in the state of North Dakota. We do not send to any other libraries in North Dakota except those designated as depository libraries.

NORTH DAKOTA

EXCHANGES AND OUT-OF-STATE DISTRIBUTION

We are unable to give an accurate count of the number of titles and copies available for exchange. Each year the North Dakota State Library has a complete catalog of state documents entered for that year. This catalog is then distributed to all state agencies and to the general public.

DISSEMINATION OF CATALOGING DATA

Cataloging data is not included in any data base. There is no state agency authority file. There is an official classification scheme.

MICROFORMS

Each year the North Dakota State Library has all documents entered for the previous year put on microfilm. We then announce the availability to the general public at a cost of $5.00 for a cumulative microfilm edition of the indexes.

We do not send any publications in microfilm form to the other depositories. Again we are unable to give an accurate percentage of titles distributed.

BUDGET

Not available.

OUTSTANDING FEATURES OF PROGRAM

Partial cataloging using an in-house computer system enabling us to update weekly.

MAJOR PROBLEMS OF PROGRAM

We meet guidelines, with partial exception of numbers 6 and 7.

WORKSHOPS, SPECIAL PROGRAMS

None.

COUNCILS OR ADVISORY BOARDS

No.

HOPES FOR THE FUTURE

An authority file and full cataloging.

Completed by --
Darrell McNamara,Head of Library Operations
ND State Library, Highway 83 North, Bismarck, ND 58505
(701)229-2990
11-26-79

OREGON

NAME OF AGENCY

Documents/Serials Section
Oregon State Library
Salem, Oregon 97310

LEGAL AUTHORITY

Oregon Revised Statutes § 171.215. Furnishing legislative bills, calendars and interim committee reports to State Librarian.

Oregon Revised Statutes § 182.070. Publications of state agencies to be furnished to State Librarian.

Oregon Revised Statutes § 357.005. State Library duties [these include prescribing the conditions for use of state documents in depository libraries.]

Oregon Revised Statutes § 357.015. Functions of trustees [these include designating depository libraries.]

STAFF

Richard Myers, Documents Librarian
Oregon State Library
Salem, Oregon 97310
(503) 378-4368

DEPOSITORY LIBRARIES

37 designated depositories, according to Eaton article, p. 11.

Reference: Eaton, Katherine Girton. "The Missing 70%: The Availability of Oregon State Documents to Libraries." Pacific Northwest Library Association Quarterly 33 (Fall 1968) 10-14.

Compiled by
M. T. Lane
August, 1981

RHODE ISLAND

(Update)

CURRENT CHECKLIST

An updated Checklist--July, 1978-June, 1980 has been published.

HOPES FOR THE FUTURE

We have a bill in our General Assembly which we hope to see passed in our 1982 Session. It is #81--H 5997.

Information from letter
addressed to Karen F. Smith
dated May 20, 1981

SOUTH DAKOTA

NAME OF AGENCY

Documents Sub-Program
South Dakota State Library
800 Illinois
Pierre, South Dakota 57501

LEGAL AUTHORITY

Title 14 South Dakota Compiled Laws (SDCL), 1975 revision, Section 1A-1 to 1A-9; Title 14 SDCL, 1976 revision, Section 1A-5; Title 14 SDCL, 1978 revision, Section 1A-5; Title 14 SDCL, 1979 revision; Sections 1A-5 and 1A-9.

PLACE IN STATE AND PARENT ORGANIZATION

South Dakota Department of Education and Cultural Affairs
Division of Cultural Affairs
South Dakota State Library
Information Services Program
Documents Sub-program

STAFF

Rose M. Oniewski, Documents Librarian
Full-time 605/773-3131
Jean M. Peterson, Documents Technician
Full-time 605/773-3131
Emma Zeldes, Documents Assistant
Full-time 605/773-3131

POWERS AND DUTIES

1. To establish and maintain an orderly South Dakota state documents depository system to assure convenient free access to residents in areas of the state.
2. To enter into contracts with other libraries in South Dakota whereby the contracting library is designated to be a depository library.
3. To provide libraries with depository copies of state publications received from the issuing agency for distribution.
4. To provide regular checklists of state publications distributed.
5. To provide copies of checklists to non-depository libraries and other institutions upon request.
6. To monitor and evaluate the development of the state documents depository system by regularly visiting contracting libraries.
7. To serve as liaison between contracting libraries and state agencies in order to obtain copies of publications for depository distribution.

SOUTH DAKOTA

DEPOSITORY LIBRARIES

There are eleven depository libraries:

2 State Agencies
3 Academic
4 Public
2 Other

All are full depositories. Regulations for contracting libraries are delineated in Title 24 Administrative Rules of South Dakota Sections 30:06:01 and :03. Regulations are similar to federal depository regulations. Contracting libraries are not allowed to be selective.

The Historical Resource Center and the library at the University of South Dakota in Vermillion have the official collections for the state.

DOCUMENTS DISTRIBUTED

During FY 1980, 24,996 documents were distributed representing 3,293 titles. Priority for distribution is listed in Title 14 SDCL Section 1A-5. We are unable to estimate the percentage of documents published which are included in the depository system. At the present, the State Library is not sending materials to non-depository libraries.

EXCHANGES AND OUT-OF-STATE DISTRIBUTION

By law, the Library of Congress and the Center for Research Libraries in Chicago receive copies of state publications. Other out-of-state libraries may request specific titles from the issuing agency, or through interlibrary loan, as circulating copies are available. For interlibrary loan, please cite the classification numbers noted in parentheses in the monthly South Dakota State Government Publications Checklist as the State Library uses these for storage and retrieval purposes.

DISSEMINATION OF CATALOGING DATA

Input of cataloging data to the OCLC system for South Dakota state documents was begun in 1979 and is being continued, as time permits, by the staff of the documents sub-program at the State Library. Presently data is being input by the documents technician who is primarily responsible for this aspect of the program.

The classification scheme used by the State Library was devised by

SOUTH DAKOTA

Robert Newby, documents librarian at the time the system was begun. Mr. Newby based his alpha-numeric scheme on one which had been developed by Ms. Estella Hansine Hegeson for use at the South Dakota School of Mines and Technology and which was described in the April-June, 1971 issue of South Dakota Library Bulletin (Vol. 57, No. 2; pp. 185-90). The documents librarian is responsible for maintaining the scheme so that it reflects changes in state government.

MICROFORMS

The State Library has no program for reprinting state documents in microformat. We anticipate that state agencies may choose to publish materials and supply copies for depository distribution in this format.

STATE AGENCIES AND THEIR DUTIES UNDER DEPOSITORY LAWS

Duties are set forth in Title 14 SDCL Sections 1A-1, 1A-3, and 1A-4. State agencies supported wholly or in part by public funds are required to deposit at least fourteen copies of each publication with the State Library for record and depository purposes, with the exception of audio-visual materials. At least two copies of audio-visual materials are to be deposited. State publications include documents, compilations, journals, laws, resolutions, bluebooks, statutes, codes, registers, pamphlets, lists, microphotographic forms, tapes or disc recordings, books, proceedings, reports, memoranda, hearings, legislative bills, leaflets, orders, regulations, directories, periodicals or magazines published, printed, duplicated, issued, or purchased for distribution by any state agency.

CURRENT CHECKLIST

South Dakota State Library. South Dakota State Government Publications Checklist, monthly, gratis, no. ISSN. Nos. 1-12, January - December 1975; Vol. 2 - January 1976 -

South Dakota State Government Publications Checklist is a monthly list of the state's documents which have been received and distributed by the State Library during the previous months. The arrangement of the checklist is by issuing agency with each citation attempting to show as completely as possible the position of the issuing agency in the hierarchy of state government.

Titles under the subdivisions of the agencies are arranged according to their position in the State Library's classification scheme. The documents technician compiles and types the monthly checklist which is edited by the documents librarian. If necessary, corrections are

made before the list is submitted to the state printer. Checklists are included in the monthly depository shipments and serve as the shipping list.

PUBLICATIONS OTHER THAN THE CHECKLIST

A Cumulative Index of South Dakota State Government Publications, 1975-1979 compiled by John N. Olsgaard. Published by the I.D. Weeks Library, University of South Dakota and the South Dakota State Library. Copyright, 1980 by I.D. Weeks Library.

An Index of South Dakota State Government Publications, Serials Supplement, 1975-1977, compiled by John N. Olsgaard. Published by the I.D. Weeks Library, University of South Dakota and the South Dakota State Library. Copyright, 1978 by I.D. Weeks Library.

BUDGET

There is no separate budget for the state documents depository system.

OUTSTANDING FEATURES OF THE PROGRAM

The present system assures availability of state publications at nine locations within South Dakota. At least one depository library has been designated in each of the state's six planning and development districts. Responsibilities of contracting libraries are clearly delineated in Title 24 Administrative Rules of South Dakota. Each library must provide free access to state publications to residents of South Dakota; must be administered by a professional librarian; must be open a minimum of fifty hours a week with at least eight hours on weekends.

MAJOR PROBLEMS OF THE PROGRAM

Materials are not always automatically sent to the State Library. We cannot estimate the percentage of publications being included in the depository system because we do not know how many items are being issued. Because of budget cut-backs, many agencies submitting reports to the Governor are no longer printing copies of these reports for distribution.

Most agencies do not print copies of documents which result from research funded by special grants or federal monies.

There is no state agency authority file. The classifications scheme used by the State Library attempts to indicate the heirarchial structure of each state department or office.

SOUTH DAKOTA

COUNCIL OR ADVISORY BOARD

The State Library Board sets the standards for contracting depository libraries and selects institutions for depository status.

COMPLETED BY:

Rose M. Oniewski
Documents Librarian
South Dakota State Library
800 Illinois
Pierre, South Dakota 57501

605/773-3131

DATE: 11/24/80

PREPARED FOR:

Workshop for State Documents Librarians
December 3-5, 1980
Denver, Colorado
Sponsored by Western Council of State Libraries

TENNESSEE

Tennessee State Library
Tennessee State Library and Archives
403 Seventh Avenue, North
Nashville, Tennessee 37219

Sections 12-607, 608 and 619 of the Tennessee Code have been modified by Chapter 191 of the Acts of 1981. Under this act depository libraries are to be named by executive order of the governor.

The Tennessee State Library now issues a quarterly list of publications received rather than an annual list.

Kendall J. Cram
Director,
Tennessee State Library
July 14, 1981

TEXAS

1. NAME OF AGENCY

Texas State Publications Clearinghouse
Texas State Library, PO Box 12927 Capitol Station, Austin TX 78711
(512) 475-6725

2. STAFF

Manager, Public Services Department: Dale Propp (professional, fulltime)
Coordinator: Katherine Adams (professional, fulltime)
Assistant Coordinator: Lisa Garner (paraprofessional, fulltime)
Texas Documents Cataloger: Mary Nichols (professional, fulltime)
Texas Documents Clerk: Bess Lloyd (clerical, fulltime)
Micropublishing Technician: Wesley Waldrop (technician, fulltime)
Documents Distribution Clerk: Winfred Canada (clerical, halftime)

3. DEPOSITORY LIBRARIES

There are currently 51 official Texas depository libraries, including 36 academic libraries, 11 public libraries, and 4 special libraries.

4. DOCUMENTS DISTRIBUTED

1980:	titles identified:	3081 monographs, 411 periodicals
	titles distributed:	1324 monographs, 86 periodicals
	documents distributed:	99,758 (monographs and periodicals)

5. MICROFORMS

The recent establishment of a Micropublishing Program at the Texas State Library means that Texas state government publications are now readily available in microfiche format at a nominal charge to any interested person or institution.

The Micropublishing Program is administered by the Texas State Publications Clearinghouse, and all aspects of the conversion of paper copy documents to microfiche, with the exception of film processing, are done at the Clearinghouse. In-house equipment includes a planetary camera, microfilm reader, microfiche jacket loader and duplication equipment. That staff includes the micropublishing supervisor, who is responsible for the day-to-day coordination of the program, and the camera operator, who does all documents preparation, filming, reel review, jacket loading, and fiche duplication.

Microfiche sold is printed on diazo duplicating fiche, with a negative image, at a reduction ratio of 24 to 1. An eye-readable header on each fiche gives the document title, issuing agency, classification number, unique document entry number where appropriate, and fiche count. Microfiche is sold at 25¢ per fiche for those documents listed on any checklist issued after January 1980 and at 50¢ per fiche for all other documents.

Any document listed on a Texas State Documents checklist may be ordered in microfiche format, the only exceptions are those few documents holding a notice of copyright or whose size or color prohibit filming.

In most cases, filming is done on an as-needed basis, that is, once an order for a document has been received or once the Clearinghouse determines that a microfiche copy is needed to supplement the paper copy available for reference use. In addition, the Clearinghouse identifies selected documents series, such as Attorney General's Opinions, the Texas Register, or the annual reports of an agency, for filming and sale as a "package." In many cases these packages are made up of documents which are in great demand by libraries but which are no longer available from the issuing agency.

Announcements of microfiche availability accompany each checklist beginning with the January 1981 issue. This list also serves as an order form, giving price per individual document and a price list for series and and documents packages available.

6. PUBLICATIONS OTHER THAN THE CHECKLIST AND PERIODICALS SUPPLEMENT

Texas State Documents Depository Program: Manual of Guidelines for Texas State Agencies. July 1980. By Katherine Adams.

7. BUDGET

During the state fiscal year September 1979 to August 1980, approximately $61,206 was spent by the Texas State Library on the Texas State Documents Program.

Completed by:

Katherine Adams
Coordinator
June 1981

VIRGINIA

(Update)

LEGAL AUTHORITY

House Bill 1390 (offered January 16, 1981) became Chapter 234, Acts of the 1981 Session and was effective July 1, 1981. It amended section 2.1-467.2 of the Code of Virginia to provide for sufficient copies of state publications for the depository system and for the exchange program instead of two copies to the State Library and an option with the State Librarian to request up to 100 additional copies.

In addition, Chapter 234 amended section 42.1-19 of the Code of Virginia to require the State Library to send state publications to depository libraries. Previously the provision was that the State Library may send publications to university, college or public libraries.

DEPOSITORY LIBRARIES

"Minimum Standards for State Documents Depository Libraries" have been prepared by the State Library covering organization, maintenance, staffing, service to the general public, and review.

Prepared by M. Lane from materials
supplied by the State Library

August, 1981

WYOMING

NAME OF AGENCY

Government Publications Depository

LEGAL AUTHORITY

Section 9-1-109, Title 9, Wyoming Statutes Annotated. Provides that each state officer, commission, commissioner or board of a state institution shall deposit four (4) copies of every publication they issue. (Laws 1941, Ch. 84, Sec. 2; C.S. 1945, Sec. 18-107; W.S. 1957, Sec. 9-7).

PLACE IN STATE AND PARENT ORGANIZATION

The depository is a division of the Wyoming State Library.

STAFF

Jerome B. Frobom, Head (professional) 1/10 FTE
Melva Padilla, Library Program Specialist (para-professional) 1/10 FTE
Vera Caleb, Technician I (technician) 1/8 FTE
Telephone (307) 777-7281

The above staff is also responsible for the administration and operation of a federal regional depository, including all reference that can be handled through that collection.

POWERS AND DUTIES

The Documents Depository includes in its collection all materials sent from state agencies. Material is arranged by issuing agency, but there is no catalog. A checklist is published irregularly in the State Library publication The Outrider.

DEPOSITORY LIBRARIES

The State Library is the official depository collection in the state. There is no depository program for other libraries in the state.

EXCHANGES AND OUT-OF-STATE DISTRIBUTION

When available, one copy of each publication received is sent to the Gifts and Exchange Division of the Library of Congress. In-state and out-of-state libraries must go to the issuing agency directly to obtain copies for their own collections.

DISSEMINATION OF CATALOGING DATA

Cataloging is available through the usual tools such as NUC and OCLC. This cataloging has been done through other libraries. There is no state agency authority file other than that developed by Library of Congress. Materials are classified by a home-grown scheme based on SuDocs principles, but this has never been fully developed and is not available.

WYOMING

STATE AGENCIES AND THEIR DUTIES UNDER DEPOSITORY LAWS

State agencies are to deposit four (4) copies of their publications. However, compliance and definition is up to each agency. Response has been quite good in spite of the vagueness of the law.

CURRENT CHECKLIST

A checklist appears irregularly in The Outrider, a monthly publication of the State Library. Only a minimal citation is given: issuing agency, title, date and pagination.

BUDGET

There is no separate budget for the division. The budget for information services which includes both the Reference and Interlibrary Loan Division and the Government Publications Depository, is $275,518 for FY 1981.

OUTSTANDING FEATURES OF THE PROGRAMS

Considering the shortage of staff and the condition of the collection, a considerable amount of reference questions are answered using state publications.

MAJOR PROBLEMS OF PROGRAM

The major problems fall into three separate but inter-related areas: legislation, bibliographical control, and adequate staff.

Existing legislation is totally inadequate. There are no definitions of state publications, who should provide them, and authority for collection. Nor is there a mandate for a program of any sort, including collection maintenance, checklists, depositories, etc. The law should be entirely rewritten.

At present, there is no bibliographical control of the existing collection, nor for new materials coming in. The entire collection should be cataloged (AACR II), and a procedure established to keep the catalog current. A by-product of that procedure would be a computer generated checklist.

With the passage of legislation, a mandate would be set which would justify adding additional staff. A professional cataloger is a must, and if a depository program is set up support staff would also be necessary.

In brief, no, we do not meet the ALA minimum guidelines.

Completed by --

Jerome B. Frobom
Head, Government Publications
Depository
December 10, 1980

CENTER FOR RESEARCH LIBRARIES

NAME OF INSTITUTION

The Center for Research Libraries
5721 Cottage Grove Avenue
Chicago, Illinois 60637
(312) 955-4545

ORGANIZATION

The Center for Research Libraries, founded in 1949, is a non-profit organization operated and maintained by its member research libraries. Initially comprised of ten midwestern universities, by 1981 the Center membership had grown to 184 libraries in the United States and Canada.

STATE DOCUMENTS COLLECTION

A substantial collection of pre-1952 state documents has been developed through gifts and deposits of member institutions. Since 1952, the Center has actively acquired all the publications of the fifty states and U.S. territories with the exception of the following:

Session laws and compiled statutes
Publications of state colleges and universities
Agricultural experiment station publications
Publications of state historical societies, horticultural societies, and similar agencies which receive little or no state support

Although agricultural experiment station publications are not actively acquired, the Center receives frequent requests for them; it therefore retains those received, but does not claim or solicit them.

The Center receives depository shipments from 24 states: Alaska, California, Connecticut, Illinois, Indiana, Iowa, Kansas, Louisiana, Massachusetts, Michigan, Mississippi, Missouri, Montana, Nebraska, New Mexico, New Jersey, New York, Oklahoma, Oregon, South Dakota, Texas, Utah Virginia, and Washington. In addition, documents are received directly from issuing agencies, ordered from state checklists and the Monthly Checklist of State Publications, and accepted as gifts from member libraries.

State documents are not cataloged, but are checked in and shelved by the name of the issuing agency.

MICROFORMS

The Center attempts to acquire all state documents (with the exceptions noted above) regardless of format. Nebraska and Iowa produce and distribute all their documents on microfiche; a portion of Illinois and other states' documents are also being acquired in this format.

CENTER FOR RESEARCH LIBRARIES

LOANS

All state documents held are available for loan to member libraries. Non-members may borrow upon payment of a non-member loan fee. Since the collection approaches comprehensiveness, especially for publications of 1952 and later, members can request any title required with reasonable confidence that it will be supplied.

CRL STAFF

Donald B. Simpson, Director
Cecelia L. Shores, Head, Acquisitions Department
Ann Germany, Documents Librarian

REPORT PREPARED BY

Ann Germany, Documents Librarian

LIBRARY OF CONGRESS

NAME OF AGENCY

Correspondence address:
Library of Congress
Washington, D. C. 20540

To collect and make available government documents on as comprehensive a scale as possible is one of the services rendered by the Library of Congress in its relation to Congress, to the executive departments and other agencies of the Federal government. The primary function of the Library is to service Congress but the Library also welcomes public use of its general reference facilities. The Library encourages the public to use the libraries in their area and to offer our collections as a last resort.

The Library acquires more state documents than any other institution in the country for listing in the Monthly Checklist of State Publications. The Exchange and Gift Division is responsible for acquiring the official publications of the 50 states, the U.S. territories and the interstate organizations and for listing them in the Checklist. Selection of state documents for permanent retention is made solely on the basis of substantial subject content or reference content. With the exception of legislative bills, all administrative reports (including decision and regulations), statistical reports, planning and policy statements, and other substantive publications of state and inter-state offices and agencies such as publications issued by state executive, constitutional, legislative, judicial and quasi-judicial bodies are retained. The Library also retains individual publications when such publications contain important information on current events or provide a state perspective on issues which are of national importance and of particular interest to Congress and to the Federal government in general. Publications of limited usefulness and works in the fields of clinical medicine and technical agriculture are not added to the permanent collections. Publications are acquired in their original format for service use, but where possible are added to the permanent collection only in microform, preferably microfilm or microfiche. Beginning with the state publications listed in the January 1980 issue of the Checklist, a current collection of unbound state documents not selected for permanent retention will be maintained in the Serial and Government Publications Division for service use. This unbound collection will cover five years and the documents arranged by the Checklist accession number.

The Library is dependent upon the cooperation of individual states to forward their publications for listing in the Checklist and for the Library's collections. Currently there are 43 states which have designated central document sources which forward publications to LC. Twenty states have passed legislation requiring at least one copy of each official publication of the state be sent to the Library. Sixteen states have limited legislation enacted which requires specific documents such as court reports and session laws to be forwarded. State legislation requiring

distribution of publications has proven to be the most effective means of broadening the Library's collections of state documents.

State documents selected for permanent retention receive full AACR II cataloging, are assigned Library of Congress classification numbers and integrated into the general collections. Full MARC records are available on many data bases as is the Library of Congress authority file.

The Monthly Checklist of State Publications, begun in 1910, was a pioneer in the field of state documents bibliography. The coverage of documents listed in the Checklist includes not only the official publications of the administrative, legislative, and judicial bodies of the states, but publications of state-supported societies and institutions, such as historical societies, universities and colleges, libraries, hospitals, and agricultural experiment stations. Coverage extends beyond the states to the territories and insular possessions of the United States, as well as to associations of state officials and interstate organizations. Monographs, monographs in series and annual reports are listed each month with periodicals appearing semiannually in the special section of the June and December issues, the December issues being a cumulative listing of periodicals for the whole year. An annual index is published the year after the customary twelve editions of the Checklist have been issued, giving issuing agency and subject access. The Checklist is distributed by the Government Printing Office to all depository libraries and complimentary copies are sent to state agencies in return for their publications. Paid subscriptions are also available for the Government Printing Office. While the goal of the Checklist is to be comprehensive in its coverage of state documents, it does not purport to be all inclusive.

The Library of Congress is primarily a reference library, and its lending functions are restricted to official borrowers or to interlibrary loans, including those made to Government agencies. Under certain conditions the Library lends material, including state documents, from its collections to other libraries for the use of their readers. Similarly, the Library will borrow from other libraries books needed for extensive research by its own readers. Arrangements may be made through the Loan Division.

Compiled by
Agnes Ferruso
Head, Government Publications
Section
Library of Congress
Washington, D. C. 20540